

To _____

**Non-Circable Damaged
Item or Incomplete Set**

Notes

- Checked out to patron
- Patron has been contacted:
 - 1x 2x 3x
- Item has hold(s)
- Missing
- Damaged - Choose Below
 - Broken Spine/Case
 - Water Damage
 - Torn Pages
 - Markings/Stains

Damage Notes: _____

From _____

Date _____

Staff Name _____

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